



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** 30367 - CI Analyst - GS-14

**Salary Range:** \$94,796 - \$145,629 (not applicable for detailees)

**Vacancy Open Period:** 04/21/2017 – 05/12/2017

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** NCSC/TCTD

**Duty Location:** Bethesda, MD

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI cadre.



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- Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:
  - Current Federal Government employees.

## **Salary Determination**

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## **Component Mission**

The mission of the National Counterintelligence & Security Center is to lead and support the counterintelligence and security activities of the US Government, the US Intelligence Community, and US private sector entities who are at risk of intelligence collection, penetration or attack by foreign and other adversaries.

## **Major Duties and Responsibilities (MDRs)**

- Guide and engage the IC in planning, coordinating, and analyzing intelligence on technical and signals surveillance countermeasures programs; identify subtle technical vulnerabilities, align these vulnerabilities to foreign threats, and recommend effective countermeasures; lead, plan, and implement the development of advanced technologies to enhance counterintelligence and security programs within the IC, ODNI, and Federal Partners.
- Lead IC and federal partner development of advanced technology solutions to enhance counterintelligence and security programs across the government. Plan, prepare, and present strategic technology and cyber-related briefings, bulletins, and other communications vehicles for senior IC and ODNI managers as well as other major stakeholders to ensure a comprehensive awareness of the development and implementation of IC-wide policies & programs.
- Conduct the analysis, planning, evaluation, and detailed review of Intelligence Community (IC) policies, programs, and standards to ensure national security information is appropriately protected, based on current technologies, capabilities, and conditions; provide technical expertise to identify and implement IC-wide capabilities and programs.
- Lead, initiate, cultivate, and maintain productive working relationships with IC, CI, and security experts, science and technology experts, and other major stakeholders to develop policies, programs, and standards to improve the United States (US) cyber and technical



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security posture and, when appropriate, present, justify, defend, negotiate, and/or settle matters involving significant or controversial issues.

## **Mandatory and Educational Requirements**

- Demonstrated ability to lead and conduct complex analysis of technical surveillance countermeasures (TSCM) and TEMPEST systems and programs; Experience planning, developing, and implementing physical, cyber, and technical security programs and/or policies.
- Excellent oral and written communication skills and ability to produce clear, logical, and concise products to influence senior leadership, communicate effectively with people at all staff levels (both internal and external to the organization), and brief management on reviews and findings.
- Demonstrated ability to apply federal laws, Presidential Directives, Executive Orders, and IC Directives affecting diplomatic, technical, physical, and cyber CI and security.
- • Excellent analytical and critical thinking skills, including ability to think strategically, identify needs and requirements, and develop expert recommendations; excellent skill in researching, analyzing, summarizing, and presenting qualitative and quantitative data and suggesting actionable recommendations.
- • Demonstrated ability to establish regular contact with high-level internal and external resources and customers, supplying or seeking information on policies and standards; demonstrated ability to tactfully express ideas or opinions to senior leaders, customers, and other stakeholders.
- Demonstrated ability to work effectively both independently and in a team or collaborative environment, mentor junior colleagues, and utilize strong organizational and interpersonal skills.

## **Desired Requirements**

- The Technology and Cyber Directorate (TCD) leads IC programs that reveal, counter, and assess emerging threats, integrates IC efforts to identify current & future technical and cyber threats, and partners with the National Intelligence Management Council to integrate CI perspectives & expertise into IC science, technology, and cyber-security programs. The ideal candidate has expert knowledge in these areas: technical surveillance countermeasures and TEMPEST techniques and technologies, counterintelligence, and cyber-CI.

## **Key Requirements and How To Apply**

### **Internal ODNI Candidates:**

A complete application package must include:



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- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_A\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamA@dni.ic.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both clrkmon@cia.ic.gov (*Monica C.*) and mcreaz@cia.ic.gov (*Zina M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **Current Federal Employees Applying for a Detail Assignment:**

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS//SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).*

**Applicants from federal agencies outside the IC** must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.



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- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, “Notification of Personnel Action” to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_A\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both clrkmon@cia.ic.gov (*Monica C.*) and mcreaz@cia.ic.gov (*Zina M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3799.

## **What To Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

## **Agency Contact Information**

ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment\_TeamA@dni.gov

## **Other Information**

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. **IF YOU NEED A REASONABLE ACCOMMODATION** for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-



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ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**